

Application Source:
File Group:
Record Name: Employee
Record Code: P54

File Type: Delimited
Reinsurance Year: 2011
Version: Draft 1
Release Date: 6/1/2010

<u>Record Number</u>	<u>Output</u>	<u>Field Number</u>	<u>Field Name</u>	<u>Data Type</u>	<u>Max Length</u>	<u>Format</u>	<u>BUS Key</u>	<u>Req?</u>	<u>Rules</u>
P54		1	AIP Code	Character	2		Y	Y	AIP Code must be valid; edit with Plan of Ops/AIP Company table.
P54		2	Reinsurance Year	Numeric	4	CCYY	Y	Y	Reinsurance Year must equal "2011".
P54		3	Record Type Code	Character	6			Y	Record Type Code must equal "P54".
P54		4	AIP Employee Key	Character	15			Y	AIP Employee Key - once used within the Reinsurance Year and AIP Code, cannot be reassigned to another Employee "P54" record.
P54		5	Employee SSN	Character	9		Y	Y	Employee SSN must be valid; edit with the SSN table.
									Employee SSN must be a valid SSN for an eligible Insurance Agent; edit with the ITS eligibility table.
P54		6	Employee Type Code	Character	1		Y		Employee Type Code must equal Agent, "A", Company, "C" or Other Affiliate, "O" (other than Agents or Adjusters).
P54		7	Inactive Date	Date	8	CCYYMMDD			Inactive Date must equal a valid date within the Reinsurance Year.
									Inactive Date must be less than or equal to the Batch Received Date.
P54		8	Last Name	Character	25			Y	Last Name must include at least two characters.
									Last Name can include the following special characters: (-), (.), (), ('), (,).
P54		9	First Name	Character	20			Y	First Name can include the following special characters: (-), (.), (), ('), (,).

"" = Output Only

12/1/2009

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P54		10	Middle Name	Character	20				Middle Name can include the following special characters: (-), (.), (), ('), (,).
									Middle Name must be empty if Last Name is empty.
P54		11	Suffix	Character	10				Suffix can include the following special characters: (-), (.), (), ('), (,).
									Suffix must be empty if Last Name is empty.
P54		12	Title	Character	15				Title can include the following special characters: (-), (.), (), ('), (,).
P54		13	Street 1 Address	Character	65				Street 1 Address can include the following special characters: (), (-), (,), (.), ('), (&), (%), (#), (/).
									Street 1 Address must be empty when International Country Code is populated.
P54		14	Street 2 Address	Character	35				Street 2 Address can include the following special characters: (), (-), (,), (.), ('), (&), (%), (#), (/).
P54		15	City Name	Character	35				City Name must contain only alphabetic characters (A-Z) and spaces.
P54		16	State Abbreviation	Character	2				State Abbreviation must be valid for the Zip Code submitted; edit with the Zip Code table.
P54		17	Zip Code	Character	5				Zip Code must be valid for the State Abbreviation submitted; edit with the Zip Code table.
									Zip Code is required when State Abbreviation is not empty.

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P54		18	Zip Extension Code	Character	4				Zip Extension Code must be valid for the Zip Code submitted; edit with the Zip Code table, otherwise empty.
P54		19	International Address	Character	65				International Address must be empty when Street 1 Address is populated. International Address must be empty when International Country Code is empty.
P54		20	International Country Code	Character	2				International Country Code must be valid; edit with FIPS International Country Code table. International Country Code must be populated when International Address is populated. International Country Code must be empty when State Abbreviation is populated.
P54		21	International Phone Country Code	Character	3				International Phone Country Code must equal the phone country code for the country selected.
P54		22	COI Questionnaire Completion Date	Date	8	CCYYMMDD		Y	COI Questionnaire Completion Date must be greater than or equal to the start date of the Reinsurance Year and less than or equal to the last date of the Reinsurance Year. COI Questionnaire Completion Date can not be greater than the current date.
P54		23	COI Questionnaire Amended Date	Date	8	CCYYMMDD			COI Questionnaire Amended Date must equal the date the COI Questionnaire was amended.

"*" = Output Only

12/1/2009

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									COI Questionnaire Amended Date can not be greater than the current date.
P54		24	COI Response Carryover Flag	Character	1				COI Response Carryover Flag must equal Yes, "Y" when the response is carried forward from the previous year, otherwise No, "N".
P54		25	COI Question 1 Response Flag	Character	1			Y	COI Question "1" Response Flag must equal Yes, "Y" or No, "N".
P54		26	COI Question 2 Response Flag	Character	1			Y	COI Question "2" Response Flag must equal Yes, "Y" or No, "N".
P54		27	COI Question 3 Response Flag	Character	1			Y	COI Question "3" Response Flag must equal Yes, "Y" or No, "N".
P54		28	COI Question 4 Response Flag	Character	1			Y	COI Question "4" Response Flag must equal Yes, "Y" or No, "N".
P54		29	COI Question 5 Response Flag	Character	1			Y	COI Question "5" Response Flag must equal Yes, "Y" or No, "N".
P54		30	COI Question 6 Response Flag	Character	1			Y	COI Question "6" Response Flag must equal Yes, "Y" or No, "N".
P54		31	COI Question 7 Response Flag	Character	1			Y	COI Question "7" Response Flag must equal Yes, "Y" or No, "N".
P54		32	COI Question 8 Response Flag	Character	1			Y	COI Question "8" Response Flag must equal Yes, "Y" or No, "N".
P54		33	COI Question 9 Response Flag	Character	1			Y	COI Question "9" Response Flag must equal Yes, "Y" or No, "N".
P54		34	COI Question 10 Response Flag	Character	1			Y	COI Question "10" Response Flag must equal Yes, "Y" or No, "N".

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P54		35	COI Question 11 Response Flag	Character	1			Y	COI Question "11" Response Flag must equal Yes, "Y" or No, "N".
P54	*	36	Initial Accepted Batch Number	Numeric	4	9999			Initial Accepted Batch Number is the original sequence number assigned when this record was first received at RMA.
P54	*	37	Initial Accepted Date	Date/Time	21	CCYYMMDD hh:mm:ss.fff			Initial Accepted Date is the original date assigned when this record was first received at RMA.
P54	*	38	Batch Received Date	Date/Time	21	CCYYMMDD hh:mm:ss.fff			Batch Received Date is the date that the AIP file is received by RMA.
P54	*	39	Batch Number	Numeric	4	9999			Batch Number is a sequential number assigned when an AIP file is received.
P54	*	40	Batch Record ID	Numeric	15				Batch Record ID is a sequential number assigned to each record in the AIP file by RMA during processing. Batch Record ID is unique within the record type for the batch.
P54	*	41	Process Result Code	Character	1				Process Result Code equals the final result code as determined by PASS processing, refer to the Process Result ICE , "D0002".

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Record Level Rules									
									An Employee "P54" record, must be reported to the RMA when the Employee's COI Question 1 Response Flag = 'Y' or COI Question 2 Response Flag = 'Y'.
									When the Employee's COI Response Carryover Flag = 'Y', COI Question Response Flag 1 - 11 must contain previous year response.
									An Employee "P54" data, will not appear in the Policyholder Tracking System.
									The submission of an Employee "P54" record, to the RMA for an existing Employee, will result in a complete replacement of current Employee "P54" data.
									An Employee "P54" record, must be accepted before a Conflict of Interest "P51" record, will be accepted.

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Change Log									
P54		1	AIP Code	Character	2	5/21/2009	Y	Y	Changed Rule: AIP Code must be valid; edit with Plan of Ops/AIP Company table.
P54		6	Tax ID Type Code	Character	1	5/21/2009	Y	Y	Added rule: Tax ID Type Code must be valid; edit with the Tax ID Type ICE.
P54	*	39	Process Result Code	Character	1	6/1/2009			Changed Rule: Result Code values equal the final result code for the row as determined by the Processing Result ICE???
P54	*	39	Process Result Code	Character	1	6/1/2009			Changed Field Name: from Result Code to Process Result Code.
P54		7	Employer Type Code	Character	1	6/8/2009	Y		Changed field to employer type code.
P54		4	AIP Employee Key	Character	15	6/8/2009		Y	Changed from Agency/Company Employee key to AIP Employee Key.
P54		5	Tax ID	Character	9	7/2/2009	Y	Y	Removed field from record replaced with SSN.
P54		6	Tax ID Type Code	Character	1	7/2/2009	Y	Y	Removed field from record replaced with SSN.
P54		7	International Address	Character	65	7/2/2009			Added Field to record.
P54		7	International Country Code	Character	2	7/2/2009			Added Field to record.
P54		7	International Phone Country Code	Character	3	7/2/2009			Added Field to record.
P54		17	Zip Code	Character	5	7/23/2009		Y	Changed Data Type from Numeric to character and removed formatting to allow for leading zeros

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P54		18	Zip Extension Code	Character	4	7/23/2009			Changed Data Type from Numeric to character and removed formatting to allow for leading zeros.
P54		6	Employee Type Code	Character	1	8/22/2009	Y		Changed from Employer Type Code to Employee Type Code.
P54	*	41	Process Result Code	Character	1	9/1/2009			Changed rule per AIP Issues Log discussion - Process Result Code equals the final result code as determined by PASS processing, refer to the Processing Result ICE for values???
P54		23	COI Questionnaire Amended Date	Date	8	9/1/2009			Removed "Y" in required field issue log 156. COI Questionnaire Amended Date must equal the date the COI Questionnaire was amended.
P54		Record Level Rules for 2011				9/10/2009			The following record rule was excluded from 2011 due to Company Employee ID being dropped in 2011. 'A 54 record must be accepted for the AIP and Company Employee ID before a corresponding 51 record will be accepted'.
P54	*	41	Process Result Code	Character	1	9/14/2009			Changed rule added ICE detail - Process Result Code equals the final result code as determined by PASS processing, refer to the Process Result ICE , "D0002".

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P54		6	Employee Type Code	Character	1	9/14/2009	Y		Added rule for valid type codes - Employee Type Code must equal Agent, "A", Company, "C" or Other Affiliate, "O" (other than Agents or Adjusters).
P54		22	COI Questionnaire Completion Date	Date	8	10/13/2009		Y	This field is required, added indicator - COI Questionnaire Completion Date must equal the date the COI Questionnaire was completed and must be prior to 4/1 of the previous Reinsurance Year for returning agents.
P54		5	Employee SSN	Character	9	10/14/2009	Y	Y	Added "Employee" qualifier to Field Name.
P54		22	COI Questionnaire Completion Date	Date	8	10/16/2009		Y	removed the returning agents. COI Questionnaire Completion Date must equal the date the COI Questionnaire was completed and must be prior to 4/1 of the previous Reinsurance Year for returning agents.
						10/21/2009			Changed rule from "and" to "or" after AIP question review - An Employee "P54" record, must be reported to the RMA when the Employee's COI Question 1 Response Flag = 'Y' or COI Question 2 Response Flag = 'Y'.

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P54		22	COI Questionnaire Completion Date	Date	8	10/21/2009		Y	Changed rule from - COI Questionnaire Completion Date must equal the date the COI Questionnaire was completed and must be prior to 4/1 of the previous Reinsurance Year to COI Questionnaire Completion Date must be Greater than or equal to start of Reinsurance Year and Less than or equal to the last day of the Reinsurance Year.
P54		22	COI Questionnaire Completion Date	Date	8	10/21/2009			Added Rule of - COI Questionnaire Completion Date can not be greater than the current date.
P54		25	COI Question 1 thru 11 Response Flag	Character	1	10/23/2009		Y	Flag is required added "Y", COI Question "1" thru "11" Response Flag must equal Yes, "Y" or No, "N".
P54		18	Zip Extension Code	Character	4	11/3/2009			See AIP Issue Log # 225 - Updated field to be the sme as Zip Extension Code fields on all other records - Zip Extension Code must be valid for the Zip Code submitted; edit with the Zip Code table, otherwise empty.
P54		12	Title	Character	15	11/6/2009			Removed rule from record per AIP Issue Log #234. - Title must be empty if Last Name is empty.

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P54		4	AIP Employee Key	Character	15	11/6/2009		Y	Changed rule to AIP Employee Key - once used within the Reinsurance Year and AIP Code, cannot be reassigned to another Employee "P54" record.
P54		21	International Phone Country Code	Character	3	11/17/2009			Changed rule to International Phone Country Code must equal the phone country code for the country selected.
P54		13	Street 1 Address	Character	65	11/24/2009			Removed "Y" flag for required due to conflict with International Address rule.
P54		15	City Name	Character	35	11/24/2009			Removed "Y" flag for required.
P54		16	State Abbreviation	Character	2	11/24/2009	Y		Removed "Y" flag for required due to conflict with International Country Code rule.
P54		17	Zip Code	Character	5	11/24/2009			Removed "Y" flag for required.